



To: MAYOR & COUNCIL

Agenda Item #: VII. C.

From: Debra Mangen
City Clerk

Date: November 19, 2013

Subject: Policy City Council Minutes

Action ☒
Discussion ☐
Information ☐

Action Requested:

Adopt policy.

Information / Background:

During the work session on October 14, 2013, the City Council discussed the style of their minutes. The consensus was to move to a more summarized format of minutes, capturing all motions, annotating all resolution and ordinance numbers, enumerating conditions attached to motions, and listing discussion points in bulleted lists.

The intent of this policy change in the manner in which the Council meeting minutes are prepared is to improve the readability of the minutes by making their length shorter and more concise. This will be accomplished, primarily, by reducing the detail of attributed quotes to Council Members in order to reduce the length of the narrative element of the minutes. For persons interested in the verbatim quotes and specific details of the Council's discussion and debate, the City will maintain a permanent electronic video archive of Council Meetings that are available online at no cost.

Staff has prepared the attached City Council Minute Policy for consideration.

Attachments:

Policy City Council Minute Policy



CITY OF EDINA CITY COUNCIL MINUTES POLICY

Introduction

Minnesota law requires all public authorities and political entities to “make and preserve all records necessary to a full and accurate knowledge of their official activities.” That is, the law requires that meeting minutes be created and maintained. Auditors review the minutes of a governing body when performing financial and compliance audits. Minutes are reviewed to determine if they meet statutory requirements.

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All motions of the City Council will be captured in full including conditions placed upon approval or denials. Reference to numbers of ordinances, resolutions, along with a brief description of each resolution or ordinance will be included in the minutes. Discussion items will be noted in bulleted lists and other matters included as brief description of their subject matter. Persons addressing the council at public hearings will be listed by name and address. Persons addressing the council during the citizen comment portion of the agenda will be listed by name and address along with a brief description of their concern or question.

All approved Edina City Council minutes will be printed into a minute book and signed by the city clerk and mayor. Minutes will also be placed upon the City’s website after approval by the City Council.